



## City of Austin - JOB DESCRIPTION



### Assistant Director, Human Resources

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10850	Salary Grade:	E00
Approved:		Last Revised:	May 19, 2009

#### Purpose:

Under nominal direction, is responsible for the overall direction of all phases of personnel programs affecting the classified service of the City of Austin; provides supervision to a large staff of professional, technical and clerical employees; and executes personnel policies included in City ordinances, resolutions, administrative regulations and state law.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- 1.Prepare Personnel Policies and recommends adoption to the City Manager.
- 2.Recommends additions to, modifications of, or deletions from such policies.
- 3.Administers personnel rules and regulations governing the classified service as may be necessary or desirable for carrying out the provisions of the City Charter.
- 4.Directs recruitment, examining, classification, compensation administration, performance review training, benefits, training in safety, risk management programs, worker's compensation programs, personnel record keeping functions and other training programs for the City.
- 5.Attends conferences to resolve problems related to personnel policies and administration; interprets personnel policies, procedures and regulations for personnel of other departments.
- 6.Prepare annual reports and budget estimates for the personnel department.
- 7.Advise City management on personnel trends and problems.
- 8.Makes verbal and written presentations to City management on personnel issues.
- 9.Conducts special studies or projects to improve conduct of personnel management within the City.
- 10.Provides technical assistance and supervision to subordinates.
- 11.Attends City Council meetings and any other meetings involving City personnel issues as required.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of personnel administration

Knowledge of laws and regulations pertaining to personnel matters.

Knowledge of labor relations methods and practices.

Knowledge of the municipal budgetary process as it applies to this department.

Skill in employing personnel management methods to achieve effective utilization of personnel.

Skill in analyzing personnel problems and implementing effective solutions.

Skill in communicating effectively both orally and in writing.

Skill in establishing and maintaining effective working relationships with the City Manager and staff, Mayor and City Council, other Departments Heads, media, city employees and the general public.

#### Minimum Qualifications:

Master's degree in Public Administration, Business Administration or related field and five years of upper level management experience which included supervision of major personnel programs.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.